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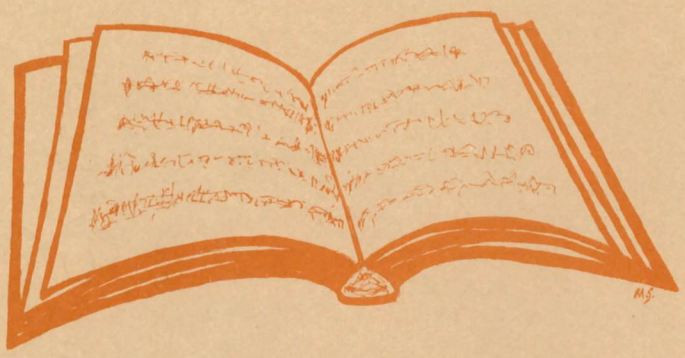

MEMO

from

Sir George Williams University

Library

VOL. 1 NO. 3 JUNE 1965

FROM THE LIBRARIAN'S OFFICE

Due to the absence of the university librarian, who is presently visiting several American Instructional Resource centres, there is no report available from his office. In its place we have included the following two items which we feel are of interest to our readers.

The Editor.

Library Staff Development

In an attempt to create a better understanding of the policies and procedures of the library, we established in the spring an in-service-training program for all levels of library staff. After an initial period of orientation in her own department, a new staff member spends several weeks in other departments to gain some insight into their operations, then returns to her own department for more intensive training and her regular work. Early experience suggests that this is a practical and useful plan, though a final judgement will have to await further experience.

Noteworthy Acquisitions

During the year the library acquired a nearly complete collection of books by and about Henry Miller and his works. The collection included French and German editions as well as those in English. At the end of the year we made arrangements to acquire a collection of some 1,500 letters written to Irving Layton by a wide range of writers, critics and publishers. These two collections will give some added breadth and depth to our resources for the study of Canadian and American and English literature.

ACQUISITIONS NOTES

During May the Acquisitions staff placed 1,361 orders and purchased 1,219 books. 40 gifts brought the total number of books received for the month to 1,259.

In the final month of the fiscal year, the book budget showed a total expenditure of $138,086, more than $21,000 overspent.

CATALOGUING NOTES

690 new titles and 2,165 volumes were added to the collection by the Cataloguing staff in the past month. They have also reclassified 243 titles and 829 volumes from Dewey to LC.

* For the present state of the collection, see annual statistics appended.

CIRCULATION OF LIBRARY MATERIALS

The circulation of all materials dropped drastically during May, in comparison with the previous month. This is to be expected since May marks the interim between the end of the winter term and the beginning of summer school.

Total circulation for the month was 1,370 as compared with the previous month's total of 10,143. However, there was an increase of 40 shown over the 1964 total for the same period.

975 general books were circulated in May, a decrease of 4,683 from the April total.

The circulation of reserve books also showed a sharp decline from 2,418 in April to 161 during May.

In the past month 123 periodicals were circulated, a drop of 585.

In May a total of 8 records were in circulation. However, the slide collection has been turned over to the Fine Arts Department and will no longer be reported in MEMO.

REFERENCE NOTES

The Reference staff reports no inquiry statistics for the month of May, owing to the sharp decline in use of the library facilities. 899 selection slips were checked and 37 interlibrary loan requests were processed.

APPOINTMENTS

We welcome the following staff members who have been recently appointed:

Eva Degerman, clerk typist in Cataloguing.

Mrs. Valerie McCorkell, cataloguing clerk and a former student assistant in the library.

DEPARTURES

Carl Schneider, circulation clerk, has returned to Holland to seek his fortune in his homeland.

Mrs. Beverley Stanislawski, clerk typist in Cataloguing, resigned in May and is at present in Paris, France.

END OF THE YEAR REPORT

May 31 marks the end of the 1964/65 university year. The following appendix presents an annual statistical report compiled by the heads of both library divisions. The report indicates percentage changes in all statistical data over the past twelve months as compared with the preceeding year. We hope it will give our readers an indication of the state and growth of the library and its functions at the present time.

Statistics of the Collection

	Titles		Volumes
Collection at May 31, 1964	42,306		62,085
Collection at May 31, 1965	49,847		75,654
Total collection including periodicals in Dewey classification	50,688	(approx.)	81,054
Recordings	855		

Separates Counts (included in above totals)

Main Collection			
Dewey	36,503		50,880
Library of Congress	13,344		24,774
Total	49,847		75,654
Periodicals			
Dewey	841	(approx.)	5,400
Library of Congress	257		1,771
Total	1,098		7,171
Microfilm			
Dewey	12		12
Library of Congress	4		558
Total	16		570

Statistics of the Technical Services Division

	1964/65	1963/4	% change
Acquisitions			
Budget	$117,000.00	$57,813.95	+102
Expenditures	$138,086.81	$60,190.64	+129
Orders placed	11,311	6,597	+71
Books received			
Purchase	11,113	8,993	+23.5
Gift	1,233	1,395	-12
Total	12,346	10,388	+19
Cataloguing			
Number of titles:			
Catalogued	7,571	6,265	+21
Reclassified	2,820	1,380	+104
Total	10,391	7,645	+37
Number of volumes:			
Catalogued	13,121	8,940	+47
Reclassified	7,295	2,239	+225
Total	20,416	11,179	+82

CIRCULATION DEPARTMENT STATISTICS

	1964-65	1963-64	% change
Circulation			
Total, all materials	120,599	107,757	+ 11.9
Books - General	76,328	66,708	+ 14.4
- Reserve	19,023	16,318	+ 16.6
- Reading Room Use Only	14,563	15,946	- 8.7
Total books	109,914	98,972	+ 11.1
Periodicals	9,372	7,352	+ 27.5
Records	318	318	0
Slides	995	1,115	- 10.7
Book Calls	177,292	162,446	+ 9.15
Requests - Left	13,429	10,052	+ 33.6
- Filled	12,028	9,393	+ 28.2
Overdue Transactions	6,116	15,138	- 59.5
Shelving	167,333	138,696	+ 20.65

REFERENCE DEPARTMENT STATISTICS

Information Inquiries (June - April)			
- Total	5,316	not available	
- Reference	3,539	"	
- Catalogue	1,777	"	
Interlibrary Loans			
- Total	342	217	+ 58
- Borrowed	207	151	+ 37
- Loaned	135	66	+ 104
Selection Slips Checked	Approx. 14,000	not available	

Readers of MEMO are invited to submit material they feel may be of interest to Miss Carol Calder, Library Circulation Department.